



DIVISION MEMORANDUM

No. 116s. 2018

To: Schools District Supervisors, Coordinating Principals
Heads, Public Secondary Schools
School/District Nurses
School Health Section Personnel

From: **MARIE CAROLYN B. VERANO, CESO VI**
Schools Division Superintendent

Subject: **SCHOOL HEALTH SECTION PERSONNEL REGULAR MEETING FOR
THE MONTH OF JUNE**

Date: **June 5, 2018**

1. All School Health Personnel are expected to attend the Regular Meeting on June 8, 2018 at the Benguet Division Office. The meeting will be a whole day activity and shall start at 8:00 AM.
2. Expected Agenda are the following:
 - a. Updates of Nurses' assignments and program coordinators
 - b. Review of the Roles and Responsibilities of Program Coordinators
 - c. Workshop on NS/MSR/F86 excel Format (S.Calasan Format)
 - d. Update on School Based Health Programs
 - e. PNA Updates/PRC - CPD Units
 - f. Distribution of WINS Booklet
 - g. Distribution of Medicines (FeSO4)
 - h. Other School Health and Administrative matters
3. The participants are expected to bring the following:
 - a. DTR
 - b. 2nd Quarter Narrative Reports (OK sa DEPED Format)
 - c. Monthly Statistical Report (Consultation)
 - d. Lists of Personnel without F86
 - e. Lists of Dengue Positive Learners
 - f. Monthly Accomplishment Report on NDEP
 - g. Individual laptops for the workshop
4. Expenses incurred in attendance to this meeting shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination to all concerned is desired.